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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 13 January 1955

FROM : Chief, Planning Staff, LO

SUBJECT: Weekly Report for the Period 6 through 12 January 1955

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## 1. PROJECTS AND STUDIES IN PROCESS:

a. Agency Regulation [REDACTED] (new - to be continued)

*very good*

Initiated preparation of a proposed Agency Regulation on logistic requirements to include materiel, facilities and services. The regulation will prescribe Agency policy and responsibility to determine, process and implement the operational and administrative requirements requisite to the Agency global responsibilities. It places the authority and responsibility for logistic requirements in a single component within the Agency.

[REDACTED]

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c. Materiel Reserve Estimate Group (continued)

The Group has been primarily concerned in the past week with the refinement of guidance and instructions for the trial run of the forecast to determine standard materiel requirements in the resistance potential survey.

## 2. OTHER ITEMS OF INTEREST: (All items are of a non-recurring nature.)

a. Status of Logistics Regulatory Issuances

Submitted status report to the Chief, Administrative Staff, LO, of the proposed or amended regulatory issuances emanating from this Staff.

b. Clark Committee

Members of the Clark Committee were briefed by members of this Staff.

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c. Clandestine Services Planning Board - Support Committee

A meeting of the Clandestine Services Planning Board, consisting of representatives of all Agency support elements, discussed the organization of functions and the flow of information relative to the two-year planning cycle.

d. WH

(1) Completed pricing and identification of a list of materiel submitted by the WE Division.

(2) Coordinated the Division's forecast of requirements with TSS for approval of various items.

e. FE

(1) Furnished the Division with information as to the cost, route of shipment and estimated time involved in shipping [REDACTED]

(2) Coordinated the preparation of a cable involving the purchase of 250 safes [REDACTED] to be used in the move to [REDACTED]

Members of the FE Division, Security Office and Logistics Office were consulted to obtain a coordinated reply.

(3) Upon receipt on 3 January of priority cable [REDACTED] dated 31 December, arranged to have the items not available [REDACTED] ready for shipment in time to meet operational deadline [REDACTED] 15 January for [REDACTED] 20 - 30 January). This required two trips to [REDACTED] one for paper work and establishing urgency, the other to transport [REDACTED] from TSS.

f. WE

(1) Assisted the Division in obtaining a supply of sheets, pillows, pillow cases, blankets, pots and pans, etc., on a loan basis through arrangement with SR Division.

(2) Assisted the Division logistics office in obtaining a replacement on a crash basis of special dispatch forms from the Printing and Reproduction Division. The original order was inadvertently furnished with Government watermarked paper.

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